

FINELINE

A p r i l 2 0 0 8

www.finance.utah.gov

A Utah Department of Administrative Services, Division of Finance monthly communication service



Agency Accounting Systems Require Written Approval From the Director of Finance

As agencies provide additional services and implement more systems we felt it was important to issue a reminder that state law requires written approval from the Director of the Division of Finance before an agency can implement an accounting system outside of FINET. This includes any system that affects

accounting and may include transactions such as payments, cash receipts, revenues, receivables, federal grants, inventory, fixed assets and any other transaction that may have a financial impact.

Utah Code 63A-3-202 states: “The director of the Division of Finance shall establish a comprehensive state accounting system. Officers, departments, agencies, and institutions of Utah may create and maintain accounting systems only with the approval of the director.”

FINET is the State’s official accounting system and agencies should use FINET whenever possible to process their accounting entries. If situations arise where FINET does not meet the needs of an agency, the Division of Finance will work with the agency to ensure that any agency subsystem adheres to proper accounting and auditing standards.

Approved Agency Accounting Systems Must be Reconciled to FINET

In addition, agencies must reconcile these approved accounting systems to FINET on a regular basis and research and correct any differences or errors in a timely manner. This reconciliation process needs to be documented for audit purposes.

Agencies who are using accounting subsystems and are not sure whether they have received written approval from the Division of Finance should contact Marcie Handy at 538-1678 or Brenda Lee at 538-3102.

**Agency Accounting
Systems Require Written
Approval**

**Decoding the FINET 3.7
changes**

Help Desk FAQs

**FINET Dates to
Remember**

Trainers Corner

dEcOdInG tHe FiNeT 3.7 cHaNgEs

(Decoding the FINET changes)

The recent upgrade to FINET 3.7 is another one for the history books. If you are unsure of the changes or just want additional details please access the FINET Help and review the *FINET 3.7 Changes* section explaining what is new and what has changed. We created the *FINET 3.7 Changes* section just so you can easily determine if any of the changes impact you.

Access FINET Help in one of the following two ways:

- **Access through the internet**

1. Access www.finance.utah.gov.
2. Select the Training icon
3. Select FINET Help
4. Complete the login screen
5. Look in the FINET 3.7 changes section of the Help. (The last item in the table of contents on the left.)

Or

- **Access through FINET**

1. Select the FINET Help button at the top of the FINET screen.
2. Look in the FINET 3.7 changes section of the Help. (The last item in the table of contents on the left.)

FINET Training

Starting in April, all on-line courses and classroom training will include the FINET 3.7 upgrade information. We are holding a full schedule of classes in April.

FINET Practice Sessions

For those of you who were unable to attend the FINET practice session on Friday, March 28 (because FINET was busy with the conversion to 3.7), we will be back on track each Friday morning from 9:00 a.m. to noon through April.

Feel free to drop into the practice session and try out some of the new FINET features, redo some of the FINET class exercises, or try some of your own documents.





Help Desk FAQs

by Ken Roner

Q.

We have programs in the Chart of Accounts on the Program table. If I want to change the major program or the program period that is tied to it, will that be OK?

A.

DON'T DO IT. It will cause way more problems than it will solve for you. A better solution is to set up a new program with the new major program or program period. You can then move the costs from the old program to the new program.

What to do?

If you change the major program or program period tied to a program, it will cause problems for all future referencing documents. If an RE is entered with a program and a major program and program period and you change those, you will have a problem when the CR is entered. The new major program and program period will pop in but you will get an error because they do not match the major program and program period entered on the RE.

This will also be a problem for a DO/PRC, RQS/PO/PRC and even to the AD documents (the check creation documents). If you really feel you need to change a major program and program period, create a new program instead and then tie it to the new major program and program period you now want to use.

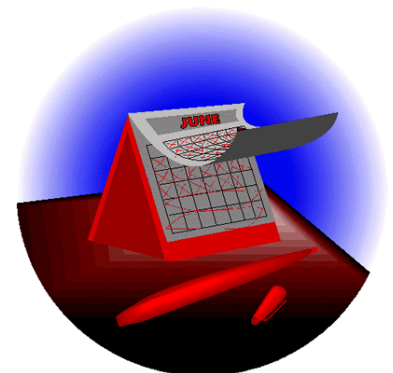
If you have already changed the major program and program period, the only fix is to cancel the original RE or DO and create them again and then copy forward to a new document. If they have been partially closed, the fix is uglier and will have to involve State Finance.

FINET Dates to Remember

The FINET schedule is 7 am to 6:30 pm Monday, 7:30 am to 6:30 pm Tuesday through Thursday, and 7 am -7 pm on Friday with a cycle each night. Saturday hours will be 7 am -7 pm, except for the 3rd Saturday of each month when system maintenance may be scheduled.

Included below are the exceptions to the normal FINET schedule through August 8, 2008:

May 2	April month end
May 26	Memorial Day Holiday – no cycle, but open 7 to 6:30
June 6	May month end
Jul 3	June month end
Jul 4	Independence Day Holiday – no cycle, but open 7 to 7
Jul 23	no nightly cycle prior to holiday
Jul 24	Pioneer Day Holiday, open 7:30 to 6:30
Aug 8	July month end





April FINET Classes

Budgeting

4/15 8 am – noon

Requisitions

4/15 1 pm – 5 pm

Inventory

4/16 8 am – 5 pm

Fixed Assets

4/17 8 am – noon

Purchase Orders

4/17 1 pm – 5 pm

Cash Receipts

4/22 8 am – noon

Payables

4/22 1 pm – 5 pm

Internal Transactions

4/23 8 am – noon

Receivables

4/24 8 am – noon

FINET Practice Sessions will run every Friday from 9 am to noon.

TO REGISTER FOR ANY OF THESE COURSES:

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.

